

SOUTHEASTERN PUBLIC SERVICE AUTHORITY

Board of Directors ~ Regular Meeting*

Regional Board Room

723 Woodlake Drive, Chesapeake, Virginia



Wednesday, January 25, 2023 at 9:30 a.m.

*To accommodate those who may not be able to attend in person, the public may listen to and view presentations displayed at this meeting by registering at <https://attendee.gotowebinar.com/register/7371030723551242592>. Members of the public may also listen to the SPSA Board Meeting via telephone by dialing toll-free to 1-866-901-6455 and entering access code 222-140-110. Additionally, members of the public are invited to speak electronically at the SPSA Board of Directors Meeting during the designated public comment period at the beginning of the meeting by registering in advance with the meeting organizer. All requests for registration to make an electronic public comment must be received by 3:00 p.m. on January 24, 2023.

Meeting Organizer: Tressa Preston ~ tpreston@spsa.com ~ 757.961.3486



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1. Call Meeting to Order

Pledge of Allegiance

2. Public Comment Period

All speakers must register prior to call to order;
5-minute maximum per speaker unless advised by Chairman differently;
30-minute total maximum time.

3. Chairman's Comments

4. Approval of Minutes

The minutes of the December 14, 2022 Board meeting are included below for Board review and approval.

RECOMMENDED ACTION: Approve the minutes as presented.

MOTION: Do I hear a motion that the December 14, 2022 minutes of the SPSA Board of Directors meeting be approved as presented?

MINUTES OF THE BOARD OF DIRECTORS OF THE SOUTHEASTERN PUBLIC SERVICE AUTHORITY OF VIRGINIA

December 14, 2022

The Regular Meeting of the Board of Directors of the Southeastern Public Service Authority (SPSA) was held at 9:30 a.m. in the Regional Board Room at the Regional Building, 723 Woodlake Drive, Chesapeake, Virginia. The following members were in attendance or as noted:

Mr. John Maxwell	(CH)	Mr. Earl Sorey(<i>absent</i>)	(CH)
Ms. Sheryl Raulston	(FR)	Ms. Amanda Jarratt	(FR)
Mr. Dale Baugh	(IW)	Mr. Randy Keaton	(IW)
Mr. John Keifer	(NO)	Mr. Richard Broad	(NO)
Mr. C.W. "Luke" McCoy	(PO)	Ms. Lavonda Graham-Williams	(PO)
Mr. Tony Parnell	(SH)	Ms. Lynette Lowe	(SH)
Mr. D. Rossen S. Greene	(SU)	Mr. Albert Moor	(SU)
Mr. Thomas Leahy	(VB)	Mr. L.J. Hansen (<i>absent</i>)	(VB)

(CH) Chesapeake; (FR) Franklin; (IW) Isle of Wight; (NO) Norfolk; (PO) Portsmouth, (SH) Southampton County; (SU) Suffolk; (VB) Virginia Beach

Others present at the meeting included Alternate Ex-Officio Members Mr. Robert Baldwin (PO), Mr. Robert Lewis (SU), Mr. Oliver Love, Jr (NO), and Mr. Greg Martin (CH),¹ SPSA executives, Mr. Dennis Bagley, Executive Director, Ms. Tressa Preston, Secretary and Director of Administration, Ms. Sandy Schreiber, Treasurer and Director of Finance, and Mr. Brett Spain, General Counsel.

To accommodate those who could not attend in person, through the meeting notice, members of the public were also invited to listen to, and view presentations displayed at the meeting, by registering for attendance using a GoTo Webinar teleconferencing platform. Members of the public were also invited to speak at the SPSA Board of Directors Meeting during the designated public comment period at the beginning of the meeting by registering in advance with the Secretary through contact information published in the meeting notice. Members of the public were also invited to listen to the SPSA Board Meeting via toll-free telephone.

1. **CALL MEETING TO ORDER**

Mr. Baugh, Chairman of the Board of Directors, called the December Board Meeting to order at 9:30 a.m. and led the Pledge of Allegiance.

2. **PUBLIC HEARING ON SCHEDULE OF FEES AND CHARGES**

Chairman Baugh informed those in attendance in person and electronically, that the subject of the public hearing was the preliminary Schedule of Fees and Charges as adopted at the October 26, 2022 Board Meeting and made available for public consideration. The desire was to add a service available through SPSA's refuse collection and disposal system by adding rates payable for residential disposal of select electronic waste, with such changes to be effective January 1, 2023, and that following the close of the public hearing, the Board

¹ In Mr. Sorey's absence, Mr. Martin participated as the voting Ex-Officio Member from the City of Chesapeake.

could take such action on the preliminary tipping fee schedule and any amendments thereto which it deemed appropriate.

To open the public hearing, Ms. Preston read the following statement for the record:

“This public hearing is being held in accordance with Section 15.2-5136 of the Virginia Water and Waste Authorities Act. Its purpose is to take public comment on the proposed Schedule of Fees and Charges adopted in preliminary form by the Board of Directors of the Southeastern Public Service Authority of Virginia on October 26, 2022.

The notice of public hearing was published in The Virginian Pilot on November 15th and November 22nd as required by law. After conclusion of the public hearing, the Board of Directors will consider comments offered here today and will proceed to adopt a final schedule to become effective January 1, 2023, and to continue in effect until such time as modified by the Board of Directors in accordance with the procedures set forth in the Virginia Water and Waste Authorities Act.”

Ms. Preston informed Chairman Baugh that she received no requests, either in person or electronically, to speak at the public hearing. Seeing that there were no comments to be made, Chairman Baugh concluded the public hearing portion of the meeting.

3. PUBLIC COMMENT

Ms. Preston reported that there were no requests for public comment.

4. CHAIRMAN’S COMMENTS

Chairman Baugh thanked everyone for attending the final SPSA Board Meeting of 2022 and reviewed the items to be covered in the agenda. He also reminded Board Members that they will be receiving emails from Mr. Spain and Ms. Preston reading the completion of the annual Virginia Ethics Advisory Council Financial Disclosure Statements that are required of each Board Member at the beginning of their service and each January thereafter.

5. APPROVAL OF MINUTES

The minutes of the October 26, 2022 Board Meeting had been distributed. Chairman Baugh asked if there were any additions or changes and there were none.

Mr. Keifer moved, seconded by Ms. Graham-Williams, to approve the October 26, 2022 minutes of the SPSA Board of Directors, as presented. The motion was adopted by a unanimous vote in favor.

6. ACTION ARISING FROM PUBLIC HEARING

Chairman Baugh noted that there were no comments made or feedback given at the Public Hearing on the Schedule of Fees and Charges. In light of that fact, he opened the floor for a motion to approve the advertised schedule of fees and charges as presented at the October 26, 2022 Board Meeting.

Mr. McCoy moved, seconded by Ms. Raulston, to approve the Schedule of Fees and Charges, as advertised. The motion was adopted by a unanimous vote in favor.

7. CLOSED SESSION

Chairman Baugh reminded those present that a closed session to discuss the annual performance review of the Executive Director was on the agenda and announced that only Board Members would be present for that closed session. There were no objections to that plan. Prior to the beginning of the closed session, Chairman Baugh asked that Mr. Spain also participate in the closed session and there were no objections.

Motion to Approve Request for Closed Meeting.

I move that a closed session be held for discussion regarding the annual performance review of the Executive Director, in accordance with Virginia Code Section 2.2 3711(A)(1) relating to the performance of a specific public officer.

Mr. Broad moved, seconded by Mr. Leahy, to enter closed session, as presented. The motion was adopted by a unanimous roll call vote in favor.

Once back in open session both in person and electronically the following motions took place.

Motion to Approve Certification after Closed Meeting.

The Board hereby certifies that, to the best of each member's knowledge: (i) only public business matters lawfully exempted from open meeting requirements by Virginia law under the Virginia Freedom of Information Act; and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered in the closed meeting just concluded.

Ms. Jarratt moved, seconded by Ms. Graham-Williams, to certify the closed session, as presented. The motion was adopted by a unanimous roll call vote in favor.

Mr. Keifer moved, seconded by Mr. Maxwell, to approve, in recognition of the outstanding performance of Executive Director, Dennis Bagley, an annual salary increase of 3% and a one-time bonus of \$6,000, to be effective January 1, 2023. The motion was adopted by a unanimous vote in favor.

Due to his outstanding performance, Mr. Bagley was honored as the "SPSA Values in Action" employee of recognition and Chairman Baugh presented him with a certificate and SPSA lapel pin as a token of the Board's appreciation.

8. FLYOVER COMMITTEE REPORT

In the absence of Mr. Hansen, Chair of the Flyover Committee, and Mr. Sorey, member of the Committee from the City of Chesapeake, Mr. Lewis, Alternate Ex-Officio Member from the City of Suffolk and Member of the Flyover Oversight Committee delivered a brief report. Mr. Lewis reported that the Committee and staff met with VDOT on December 5, 2022, that the project remains, more or less, on time and on budget, but the cost savings that have

been realized may very well be absorbed in future project costs. He offered to answer any questions, but there were none.

9. EXECUTIVE DIRECTOR UPDATES

Before Mr. Bagley began his report he told the Board and staff that he was humbled by their recognition that morning. He went on to call his work a labor of love noting how much he cares for the organization and everyone that works to make it a success. He reminded the Board that because of the role he plays he regularly gets recognized and never intended to be a recipient of the employee recognition given at the Board Meeting, but that he appreciates their efforts to surprise him with this honor. On that subject, the person he wanted to honor at today's meeting was Mr. Marshall Tatem, the Chesapeake Transfer Station Supervisor who, from the first weekend in December to the day before Christmas Eve, invites children from around the community to his decorated home and yard to have their picture taken with himself and his wife as Santa and Mrs. Claus free of charge. People come from all around and it's a wonderful thing to do for the community and Mr. Bagley wanted to be sure to recognize Mr. Tatem for that work.

Moving on to his regular updates, Mr. Bagley reported that plans for the Portsmouth Transfer Station are moving forward and that SPSA has provided a term sheet to WIN Waste's attorneys for their review so that a transition agreement can be reached. Mr. Bagley spoke with WIN's representatives that morning and was told they were finishing their budget and putting a team together to go through the term sheet and get back with SPSA in about 30 days with any changes they would like to see made. As far as Mr. Bagley is concerned, the project is full speed ahead he has seen nothing that would lead him to believe otherwise. Staff will continue to remain in contact with WIN on the term sheet and moving the agreement forward.

Regarding wetlands permitting, staff continues to have monthly meetings with Colonel Hallberg of the Army Corps of Engineers, who takes SPSA's concerns very seriously. Mr. Bagley credits Colonel Hallberg for the positive direction the process has taken since his involvement began. A matter that has developed is that the Corps plans to have a public meeting in the town of Ivor to seek public comment on the alternative site in Southampton County. Mr. Bagley had a very productive meeting with Southampton County staff to brief them on the project and develop a strategy to inform the community and manage the message. Mr. Bagley will be presenting to the Southampton County Board of Supervisors when the time is right and SPSA's attorneys are working with their County Attorney on a possible resolution concerning landfill construction at that site. SPSA is doing everything possible to protect Southampton County's interests and ensure that the public is not unnecessarily alarmed by any misinformation. Staff is preparing for the January legislative session to put the best foot forward for moving forward the bill for land in Suffolk to be returned to the Nansemond Indian Nation with an environmental easement. Lobbyists are in place and letters to member communities' legislative liaisons will go out at the end of December.

Staff has yet to receive a response from Administrator Ortiz with Region 3 of the EPA regarding the requests for a meeting that have been submitted. Staff has also reached out to Travis Voyles, Acting Secretary of Virginia Historic and Natural Resources, and asked for his help to arrange this meeting. He responded quickly to say that he would, as he knows how important this project is to the community. The Army Corps of Engineers is now looking at a target date of early March for publishing the draft Environmental Impact Statement (EIS)

with public comment to follow. Mr. Bagley emphasized that, at this point, quality is more important than timing and having waited three years for a draft, he wants to ensure an accurate report and that a great deal more work is still needed to reach achieve that goal.

Mr. Bagley has met the HRPDC workgroup on the Regional Solid Waste Management Plan (RSWMP) and they are in agreement with the RSWMP moving forward with SPSA's recommended amendments. They intend to have a public hearing in January and Mr. Bagley will inform the Board when that date is set. In the past, public hearings on adoption of the RSWMP have not generated much comment.

Mr. Bagley reminded the Board that the Landfill Gas Amended and Restated Easement Agreement is something that he and counsel have been working on since the Board approved the last Landfill Gas Agreement. The issue remains that some appendices to the document which reference land easements do not match up. Mr. Bagley and Mr. Spain went into detail on their efforts to work with the companies and attorneys involved in the situation and the potential impacts to SPSA if the agreements continue to be delayed.

Mr. Keifer moved, seconded by Mr. McCoy, to authorize the Executive Director to execute the amendments with Mas Energy and TC Energy, as they are related to the Landfill Gas Facility, once the documents are finalized in accordance with what counsel, the Chairman, and the Executive Director deem appropriate. The motion was adopted by a unanimous vote in favor.

SPSA staff met with Mr. Ray Crabbs at his request so that he could update them on the status of IBC Renewables. As he has in the past, Mr. Bagley is updating the Board to let them know that Mr. Crabbs is still working on getting his facility up and running and SPSA is still in communication with him, but he is still short on funding and Mr. Bagley's recommendation continues to be that SPSA not enter into any sort of agreement with Mr. Crabbs until he has seen that the facility is successfully operational. As always, SPSA wishes Mr. Crabbs the best of luck, but at this point cannot partner with him unless the Board directs him otherwise.

Mr. Bagley reviewed municipal and commercial waste volumes for the reporting period, as well as total waste volumes and tons diverted. As the graphs show, municipal waste is slightly above anticipated average and commercial waste is slightly below expected average for the reporting period.



Overall total waste volume for the fiscal year is 62,334 tons which is above what was budgeted, which Mr. Bagley noted as a good sign financially speaking.



WIN Waste Update

	Oct	Nov
• Total tons municipal waste diverted	2,275	1,475
• Total loads of municipal waste diverted	119	84

In the Operations Report, 280,361 gallons of leachate, or 61 tanker loads, were hauled to HRSD in in October and 271,221 gallons, or 59 loads, were hauled in November. In October 863,848 gallons were pumped at 96% of allowable capacity which is the equivalent of avoiding 188 tanker loads. In November only approximately 75% of allowable flow was achieved due to some maintenance needs, so 653,031 gallons were pumped and 142 loads avoided. Even with these differences in pumping, the number of loads hauled were virtually the same because staff strategically managed the levels of leachate in the ponds. WIN Waste diverted 2,275 tons, or 119 loads of municipal waste in October and 1,475 tons, or 84 loads, in November.

The construction project at the landfill is moving swiftly and the administration building is nearing completion. The certificate of occupancy is expected around December 15, 2022 and furniture should be moved in around the first of the year. Mr. Bagley commented that he hopes to work out a plan to have the Board come and see the new facility in a way that is compliant with FOIA regulations. He is very proud of the work that has been done there and thanked Mr. Henry Strickland for all his work managing the project to make sure it was completed on time and on budget. The fleet building, storage building, and HHW building are coming along as well. Due to a third-party supply chain delay on the steel doors, their completion is delayed until January 30, 2023 and liquidated damages have been extended to that date as a courtesy.

Project delays are anticipated on the Leachate Evaporator due to electronic component delivery delays which have been confirmed by a third party. Staff is in regular contact with HRSD to keep them updated on the status of the project. Site work like sonar and underground utility mapping are underway. The contractor surveys are due back and HDR has completed site work drawings. Fabrication of the concentrator has begun on skids. The application to modify SPSA's Title V and Solid Waste Permits are under review by DEQ. At a meeting the day before, Mr. Bagley and staff were told that DEQ will look at the permit, provided the application is complete, even though most of their new work is several months out. Mr. Bagley plans to be in regular contact with DEQ to ensure that this critical path issue is addressed and is confident that it can be addressed due to precedent set in other permitting matters in nearby regions.

The RNG facility is scheduled for completion in February. If the easement agreement can be completed the underground pipeline will be installed in late December. Underground utilities have also been delayed because of the easement issues. Mr. Bagley reiterated that he and counsel are working to get that agreement solidified.

As a final operations matter, Mr. Bagley informed the Board that all of SPSA's facilities will be closed on Monday, December 26, 2022. All of the member localities have been contacted and any concerns have been satisfactorily addressed.

Mr. Bagley asked Ms. Preston to update the Board on some developments in the Human Resources department, reminding the Board that one of the goals he set forth in March was to address diversity and inclusion, recruitment, employee appreciation, and total compensation. In the past nine months SPSA has taken great strides in those areas.

Ms. Preston reminded the Board that the employee appreciation event that they allocated funding for, the Trash Bash, is taking place on Saturday, January 28th at the Hilton Garden Inn in Suffolk. She encouraged all members to RSVP to attend with their guest so that staff could thank them in person for their support and so that they could enjoy the evening as well. Ms. Preston went on to discuss updates to the Employee Handbook and Employee Orientation designed to make policy and procedures more accessible, inclusive, and appreciable. HR staff will be getting feedback from members of Joint Staff and incorporating their ideas and suggestions. HR is also onboarding the NeoGov software platform for recruiting, and tracking applications, as well as new hire metrics and onboarding. This is a platform designed for government use and utilized by several of SPSA's member communities. Ms. Preston called it an excellent value that SPSA was able to procure on a cooperative contract and staff is eager to begin implementation. Finally, the Classification and Compensation Study and Analysis that the Board allocated funding for has been procured through an RFP process. Ms. Kerri Arnold, Principal in Compensation Consulting Services from the Newport Group was present and spoke to the Board about her company's approach to the study and analysis.



**Compensation and Classification Study
and Analysis Project Plan**

Board of Directors Meeting
December 14, 2022

Kerri Arnold, SHRM-SCP, SPHR, CCP
Principal, Compensation Consulting



Our Understanding of Your Needs

We understand Southeastern Public Service Authority (SPSA) has become fully established as a partner southeastern Virginia can trust to deliver dependable service to meet their waste management needs.

SPSA is seeking the assistance of a qualified compensation consulting firm to provide:

- Compensation analysis
- Benefits program review

To support SPSA's ability to attract and retain key talent for the organization.



Consultant Approach



- ✓ Our team will do the **heavy-lifting** and work closely with you to develop feasible, fiscally responsible recommendations
- Partnership approach
- On-site discussions & regular online project meetings
- Shared project documents
- Updates prepared for the Board of Directors
- Ongoing support to keep SPSA's pay program sustainable



Project Steps



Compensation and Classification Study and Analysis

	Project Step	Timeline
1	Project Planning & Approach	December
2	Total Rewards Philosophy Discussion	December
3	Market Pricing Analysis	Preliminary Feb 2023
4	Job Classification System	March
5	Pay Grades & Ranges Development	March
6	Employee Benefits Analysis	March
7	Employee Pay Analysis	April
8	Salary Administration Guidelines	April
9	Staff & Management Communication Strategy	April
10	Final Report & Presentation	May



Kerri Arnold, SHRM-SCP, SPHR, CCP

Experience:

- 20+ years compensation experience
- 15 years client projects Nation-wide

Specializing In:

- Workforce and Executive compensation analysis & plan design to support organizational goals and objectives
- Resource to Nonprofit Boards of Directors to provide compensation guidance for executive compensation

Industry Expertise:

- Banking & Finance
- Consulting & Professional Services
- Cooperatives
- Distribution & Supply Chain
- Education
- Healthcare
- Information Technology
- Manufacturing
- Not-for-Profit & Foundations
- Public Sector
- Software
- Technology
- Utilities



Principal
Compensation
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Thank you!

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Ms. Arnold offered to answer any questions. Mr. Maxwell asked for an explanation of what “salary administration guidelines” means. Ms. Arnold explained it as a written document that serves as a kind of “rules of the road” for how pay decisions are made in an organization, for example are new hires always started at the minimum of a pay range or is previous experience taken into account. Mr. Maxwell also asked if the final report will include a recommendation of how to implement the final plan. Ms. Arnold confirmed that it did and that she and staff will work through that together. Mr. Bagley returned to the discussion of the salary administration guidelines to note that in previous years, past experience not at SPSA wasn’t always taken into account for hiring salary and that one of his goals is working towards better guidelines and best practices that reflect what people really want from their employer in terms of recognition and benefits. Mr. Leahy asked Ms. Arnold if their market pricing analysis was similar to a market salary study and if they would be considering local governments as the basis for that analysis. Ms. Arnold responded that yes, municipalities would be studied, as well as other peer groups and local organizations. Mr. Keaton asked that Ms. Arnold’s group reach out to their human resources departments directly for that information and that they would provide information.

Mr. Moor asked about the timeline for the study wondering if five months was enough time to complete the analysis. Ms. Arnold called the timeline aggressive but doable. Mr. Bagley added that the hope was to have some initial numbers for the fiscal year 2024 budget, although he noted that the study would likely include a corrective plan that would take place over several years. Ms. Jarratt commented that if the study doesn’t fall in line with FY 24 budget planning, perhaps the Board could take special action in the fall to address and begin to implement the study’s findings. There were no further questions.

10. RENEWAL CONTRACTS

Ms. Preston reminded the Board that December is the time of year when they discuss professional engineering contracts. In 2021 a new RFP was put out that allowed the contracts to be awarded to more than one vendor. At staff's recommendation the Board elected to award contracts to two excellent firms familiar with SPSA's needs, HDR Engineering and SCS Engineers, to allow flexibility and competitive pricing. This year HDR's prices have increased and SCS's prices have remained the same. The contract renewals are estimates and are the same as they were in the previous year. However, moving forward, staff may determine to shift the balance of tasks, which is contractually allowable. Approving these contracts as stated allows for continuity of service and if any new Board action is needed in the future that will be brought later in the year. Staff wanted to be sure to inform the Board that there will be likely changes in the division of labor and funds given SCS's pricing, but, as always, staff will continue to look for opportunities to save money while still selecting the optimal work product from both of these quality companies. Ms. Preston asked if there were any questions but there were none.

Mr. Leahy moved, seconded by Mr. Keaton, to award renewal contracts to HDR Engineering and SCS Engineers for Professional Engineering Services, as presented. The motion was adopted by a unanimous vote in favor.

11. 2023 BOARD MEETING DATES

Ms. Preston asked the Board to turn their attention to the final page of their agenda packets where the proposed dates for the 2023 Board Meetings were listed. Ms. Preston explained that the 2023 dates follow the same pattern as they have previously: 9:30 a.m. on the fourth Wednesday of the month, with the exception of November, when there is no meeting, and December, when the meeting falls on the second Wednesday of the month. By following this pattern, major holidays and other established regional meeting schedules should be accommodated.

Mr. Broad moved, seconded by Ms. Jarratt, to approve the 2023 Board Meeting dates, as presented. The motion was adopted by a unanimous vote in favor.

12. WRITTEN REPORTS

Chairman Baugh asked if there were any questions for WIN Waste representatives regarding the written WIN Waste Report or for Ms. Schreiber regarding the Financial Report, but there were none.

13. OTHER BUSINESS

Chairman Baugh asked if there was any other business. Ms. Graham-Williams asked if the Board has a policy for minority and women owned businesses and enterprises. Ms. Preston responded that the language SPSA uses regarding minority and women owned businesses in their procurement documents is taken from the Virginia Public Procurement Act and is also included in SPSA's procurement policy.

Mr. McCoy commented that if he were in the workforce today that he would be happy to apply for a job at SPSA, noting that Board Meetings today are much improved because Mr. Bagley has laid out a plan forward that the Board can consistently follow. He thanked Mr.

Bagley and staff for a job well done, adding a special thank you to all of the parties that worked to ensure that a regional plan for e-waste has been brought forward.

Chairman Baugh thanked all of the Board Members for their contributions throughout the year and voiced his appreciation for their support and expertise. He looks forward to seeing everyone at the Trash Bash and wished them all happy holidays.

14. ADJOURN MEETING

There being no further business to come before the Board of Directors, the regular meeting was adjourned at 11:35 a.m.

Dennis L. Bagley
Executive Director

Submitted by: Tressa Preston, Secretary, SPSA Board of Directors

5. Executive Director Updates

Attachments:

- Landfill Operational Summary
- Executive Committee Minutes – October 19, 2022

Landfill Operational Summary

Annual Landfill Operational Summary		KEY:		
December 1, 2022 to December 31, 2022		Change Since Last Report		
		All Is Well		
		Working On		
		Noted Issue		
Metric Item	Metric	Performance/Comment	Status Code	Comments/Corrective Actions
Regulatory Compliance				
Notice of Violations	None	In Compliance		No issues during the reporting period.
Environmental compliance and reporting	Compliance	All submissions made.		No issues during the reporting period.
Solid waste operations	Compliance	In Compliance		GP-1s exceeded for methane 5/18 reported on 5/19 Last Monthly Monitoring 9/26 Returning to quarterly monitoring
Title V	Compliance	Response to DEQ submitted 6/15		New EPA regulations have been issued. Still awaiting VDEQ's final decision on whether they will accept those regulations as written or enforce more stringent limits as allowed by the new EPA rules. Warning Letter issued on 6/28/2022 following inspection on 5/12/2022 Timeline approved by DEQ for completion by 3/13/2022
VPDES	Compliance	In Compliance		New Permit was issued as of October 1st, 2020
Financial Assurance	Compliance	In compliance		
Wetlands	Compliance	In Compliance		
Groundwater	Compliance	In Compliance		
Storm water system operating and in compliance with VPDES permit	Systems operational and in good order	In Compliance		In compliance.
Landfilling Operations				
Tonnage Landfilled	Actual Tons	41,026		
No. staff	13.5	11.5		2 vacancies: , 1 Solid Waste Assistant, 1 Environmental Tech
Equipment Utilization	Key equipment fully operational and deployed	All equipment operating and deployed with appropriate spares		
Cover Operations				
Total Cover Material Received	Actual Tons	19,897		
Date of last aerial survey	12/12/2019			
December 2020 Operational In-Place Density (lbs./cy)	1,600-1,800lbs/cy	1,903 lbs./cy or AUF = .94		Airspace Study completed January 2022
December 2020 Effective In-Place Density (lbs./cy)	1,600 lbs./cy	1,997 lbs./cy or AUF = .99		Still well above targeted long term airspace utilization.

4	Leachate Management				
4.1	Pump stations operational during period	100 % Operational	All pump stations are operational, pump performance is being monitored, and repairs/replacements made as necessary.		All vaults are operational.
4.2	SCADA system operational during period	100 % Operational	Fully operational		SCADA is fully operational. Low Flow to meters to HRSD, FIT-0301, and FIT-0401 were calibrated on 12/28 and the Pump & Haul Totalizer was reset on 12/30.
4.3	Flow meter system functional during period	100 % Operational	All 8 Cell V/VI Pump Stations are now operational		Flow Meters can now be logged to history in Scada system and reviewed as needed.
4.4	Leachate Levels	In compliance	In compliance.		1. In compliance at all 8 pump station locations. 2. Flow generation remain < 40,000 GPD typically.
4.5	Leachate Disposal	In compliance			Capital Project for dredging of the Leachate Ponds is complete.
4.5.1	Quantity of leachate pumped to HRSD during period	x gallons	643,763		From 12/1 to 12/31
4.5.1.1	Cell V, Sumps 1-4	x gallons	433,109		From 12/1 to 12/31
4.5.1.2	Cell VI, Sumps 5-8	x gallons	499,417		From 12/1 to 12/31
4.5.2	Quantity of leachate hauled for disposal during period	x gallons	814,333		From 12/1 to 12/31
4.5.3	Disposal costs in period: \$		22,455		From 12/1 to 12/31
4.5.4	Any issues relative to leachate quality and acceptance at WWTPs?	No constraints	No constraints		
5	Landfill Gas Management	Compliance	In compliance		
6	Odor Complaints	No complaints	0		From 12/1 to 12/31
7	HRSD Force Main	Contract Schedule	None provided to date.		HRSD has reported that the project is delayed two years.
<p>Acronym Definitions</p> <p>ACOE- Army Core Of Engineers AUF- Airspace Utilization Factor BOD- Biological Oxygen Demand CAP- Corrective Action Plan COD- Chemical Oxygen Demand CSCE- Comprehensive Site Compliance Evaluation DMR- Discharge Monitoring Report</p> <p>GPS- Groundwater Protection Standards LCL- Lower Confidence Limit NOV- Notice Of Violation SCADA- Supervisory Control And Data Acquisition</p> <p>SWIFT- Sustainable Water Initiative For Tomorrow SWPPP- Storm Water Pollution Prevention Plan VPDES- Va. Pollution Discharge Elimination System</p> <p>WWTP- Waste Water Treatment Plant PLC- Programmable Logic Controller GPM- Gallons Per Minute GPD- Gallons Per Day</p>					

Executive Committee Minutes – October 19, 2022

**Executive Committee Minutes
Southeastern Public Service Authority of Virginia
October 19, 2022**

A regular meeting of the Executive Committee was held at 9:30 a.m. in the second-floor conference room of the SPSA Regional Office Building in Chesapeake, Virginia and was called to order by Chairman Dale Baugh who was attending electronically from Huntsville, Alabama for the personal reason of assisting a friend's move. There were no objections to his electronic attendance. The other Executive Committee Members present at this meeting were Mr. Randy Keaton, Mr. John Keifer, Mr. Tom Leahy, and Ms. Sheryl Raulston. Also in attendance were Executive Director, Dennis Bagley, Director of Finance, Sandy Schreiber, Director of Administration, Tressa Preston, Director of Operations, Henry Strickland, and General Counsel, Brett Spain. Board Member Luke McCoy was present to observe the meeting.

Items for Discussion:

1. Update to Executive Committee Electronic Meeting Policy

Ms. Preston explained that an update to the already adopted policy on individual electronic attendance at Executive Committee Meetings was required due to statutory changes, but that those changes would not further restrict participation, but rather, in practical application for SPSA, allow for electronic attendance for family medical care and for one additional electronic attendance for personal reasons. Mr. Leahy asked for confirmation that this was simply a legislative update and Mr. Spain confirmed. It was reiterated that this policy applies only to Executive Committee Meetings.

Policy on Individual Participation in SPSA Executive Committee Meetings by Electronic Means under § 2.2-3708.3

It is the policy of the Executive Committee of the Southeastern Public Service Authority of Virginia (the "Executive Committee") that individual members of the Executive Committee may participate in meetings of the Executive Committee by electronic communication as permitted by Virginia Code § 2.2-3708.3. This policy shall apply to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.

Whenever an individual member wishes to participate from a remote location, the law requires a quorum of the Executive Committee to be physically assembled at the primary or central meeting location, and arrangements will be made for the voice of the remote participant to be heard by all persons at the primary or central meeting location. The reason that the member is unable to attend the meeting and the remote location from which the member participates will be recorded in the meeting minutes.

A member may participate remotely by notifying the Chair and Secretary of the Board of Directors on or before the day of a meeting that such member is unable to attend the meeting because (1) the member has a temporary or permanent disability or other medical condition that prevents the member's physical attendance; (2) a medical condition of a member of the member's family requires the member to provide care that

prevents the member's physical attendance; (3) the member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting; or (4) the member is unable to attend the meeting due to a personal matter. When remote participation is due to a personal matter, the nature of the personal matter must be identified with specificity and such participation is limited by law to two meetings per calendar year or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater.

Individual participation from a remote location shall be approved unless such participation would violate this policy or the provisions of the Virginia Freedom of Information Act (the "Act"). The request for remote participation shall be recorded in the minutes of the meeting. If a member's participation from a remote location is challenged, then the Executive Committee shall vote whether to allow such participation. If the Executive Committee votes to disapprove of the member's participation because such participation would violate this policy, such disapproval will be recorded in the minutes with specificity. The minutes shall include other information required by the Act depending on the type of remote participation.

Mr. Keifer moved, seconded by Mr. Leahy, to approve the Policy on Individual Participation in SPSA Executive Committee Meetings by Electronic Means under § 2.2-3708.3, as presented. The motion was adopted by a unanimous vote in favor by all Executive Committee members present.

2. Review and approve Executive Committee Minutes of September 21, 2022.

Mr. Keifer moved, seconded by Ms. Raulston, to approve the minutes of September 21, 2022. The motion was adopted by a unanimous vote in favor by all Executive Committee members present.

3. Executive Director Updates

- a) Upcoming Board Meeting Agenda New Action Items

Mr. Bagley informed the Committee that, as the Executive Committee had just done, the full Board will need to update the Policy for Individual Electronic Participation to be up to date with current standards.

The auditors from Cherry Bekaert will present the FY 2022 financial statements at the October Board Meeting, keeping their report as brief as possible, while still giving all the information that has been requested by the Audit Committee.

Mr. Bagley reminded the Committee that staff was asked to meet with the HRPDC recycling subcommittee and seek their input on the e-waste proposal presented to the Board at the August Board Meeting. Staff did reach out to the HRPDC and was informed that the subcommittee has been disbanded in favor of a working group on recycling which includes SPSA Board Members L.J. Hansen and Earl Sorey. Staff met with that work group on October 5, 2022 and discussed staff's revised proposal for e-waste disposal to operate in a similar manner to the household hazardous waste disposal services that SPSA already provides to member communities. The working group was in favor of staff bringing that presentation back to the SPSA Board at the October Board Meeting. Mr. Bagley briefly went through the presentation that would

be shown to the full Board and highlighted vendor requirements, delivery of services for residential customers only, and the need for a public hearing should the Board wish to move forward. Discussions took place on clarifying approved e-waste items and helping to facilitate relationships with commercial customers and SPSA's disposal vendor to better serve the region as whole.

Ms. Schreiber will make the quarterly financial presentation at the October Board Meeting. Mr. Bagley reminded the Committee that, at the suggestion of the Executive Committee, the Board determined to follow the model of many of its member communities and move to having an oral presentation of the financials quarterly with the monthly financials continuing to be included in the written reports. Mr. Keifer and Mr. Leahy made suggestions for items to be included in the financial presentations.

Ms. Preston reported that there would be three contracts for consideration and one contract presented for information only. The three purchases to be brought for a vote are a replacement tire service truck for operations, which was part of the FY 2023 capital replacement plan, and an excavator and articulating dump truck for the regional landfill, all of which were procured under cooperative contracts. Mr. Bagley and Mr. Strickland explained that reevaluation of the capital replacement plan in preparation for post-June 2024 operations made reorganization of the plan to allow for the purchase of the dump truck and excavator this fiscal year a necessary action. The final informational contract was for a skid steer for Landstown Transfer Station as a planned replacement for equipment that has exceeded its useful life.

b) Ongoing Update Items

Regarding the Draft Environmental Impact Statement (EIS) process, Mr. Bagley informed the Committee that staff continues to work with the Army Corps of Engineers and third-party consultant, VHB, to make corrections to the draft of the Draft EIS that staff and SPSA consultants reviewed and responded to in September. There is still much work to do, but meetings with Colonel Hallberg have been helpful and the next scheduled meeting should also include staff from DEQ. In addition to these meetings with the Corps, SPSA staff is meeting with mitigation consultants from HDR and attorney Speaker Pollard to develop the best strategies to move the plan forward. Also, staff has been working with Senator Cosgrove and Delegate Knight on legislation that would allocate state funding on SPSA's behalf to secure property to be deeded to the Nansmond Indian Nation with an environmental easement as part of environmental justice mitigation efforts. Discussion was held about ensuring that member communities' legislative liaisons are made aware of the legislation once it is added to the agenda, as well as the benefits of trying to meet with the EPA and encouraging Administrator Ortiz to visit the Regional Landfill.

WIN Waste has indicated to Mr. Bagley that they are in favor of transferring the easement for the Refuse Derived Fuel Plant (RDF) and tipping floor to SPSA, which would become SPSA's Portsmouth Transfer Station. Mr. Bagley and Mr. Pete DiCecco met with a demolition contractor and identified specific areas and items that will need to be altered. A term sheet has been drafted and reviewed by SPSA's attorneys and has been sent to SPSA's Portsmouth representatives for review and comment. The intent is that the easement will transfer to SPSA on July 1, 2024 and WIN Waste will remain the operator of the facility under contract with SPSA until January 1, 2025 while construction and demolition takes place. The cost for operations under that time is up

for negotiation. Conversations with Navy representatives indicate that the Navy is in full support of this plan and eager to extend their long-term contract with SPSA for waste disposal. Mr. DiCecco has committed to send a letter of intent to transfer the easement for the transfer station to SPSA.

Regarding the performance of WIN Waste, Mr. Bagley and Mr. Strickland reported that operations have improved. Mr. Clint Stratton has been in the plant and made directly responsible for maintenance. There have been line issues but generally less down-time and overall better results over the last 30 days.

A potential challenge that Mr. Bagley and Mr. Strickland informed the Committee of is supply chain issues that may impact full completion of the heat assisted leachate evaporation system. Vendors have informed staff that they are experiencing significant delays in the delivery of electronic equipment, particularly the flare required for operation of the system. The project is currently on schedule, but this delay may present an issue if shortages continue.

The Landfill Gas Agreement Amendment that Mr. Bagley intended to present to the Board in October will be delayed. This delay is related to finalizing an amendment to the existing Columbia Gas right of way to accommodate a tap valve and underground line necessary to operate the new RNG facility. It is the advice of counsel to wait until all parties are satisfied that easement concerns have been fully addressed and bring them to the Board at the same time, if necessary.

Mr. Bagley updated the Committee on his discussions regarding the possible relocation of the Columbia Gas Pipeline that runs through the Regional Landfill. Mr. Bagley and Mr. Strickland met with representatives from TC Energy on October 17, 2022. Unfortunately, due to the timing of the project the cost to relocate the entire pipeline out of the landfill footprint would be \$34.2 million. Moving the pipeline would gain roughly 5 million cubic yards at a cost of \$8 per cubic yard on top of the regular costs associated with landfill construction. The benchmark for landfill construction is roughly \$3-5 per cubic yard, making this endeavor financially unsound. It was clarified that the option of relocating the pipeline is not being included as an alternative in the EIS.

c) December Board Meeting Agenda

At the December Board meeting there will be closed session to discuss the Board's evaluation of the Executive Director. The evaluation process will be discussed at the October Board Meeting.

4. Ongoing Concerns

At the January Board Meeting, Mr. Bagley plans to bring to the Board an updated projection of future schedules of tip fees and charges. These will be based on WIN's departure, capital expenses, expected cash outlays for ongoing projects, and investment strategies. He intends to make the presentation as simple as possible while offering up long-term suggestions for future planning and preparation for operations post-June 30, 2024. Mr. Keifer commended staff on their thoroughness in addressing the EIS process.

5. Meeting Adjourned at 11:20 a.m.

6. WIN Waste Update

Mr. Bagley will update the Board of Directors on SPSA's response to the December 16, 2022 fire at WIN Waste and discuss the operational changes that have taken place to ensure continuity of service for SPSA's member communities. WIN Waste representatives will be present to answer questions.

7. 2022 Airspace Utilization Update

Mr. Bagley will deliver the 2022 Airspace Utilization Update for the Regional Landfill. Mr. Robert Gardner of SCS Engineers will be present to provide additional information and answer questions.

8. Closed Session

Motion to Approve Request for Closed Meeting.

I move that a closed session be held for discussions regarding (a) the impact of the recent fire at the WIN Waste facility on WIN Waste's continued performance under the Waste Disposal and Services Agreement executed by SPSA and WIN Waste's predecessor on September 18, 2018, in accordance with Virginia Code Section 2.2-3711(A)(8) for the purpose of consulting with legal counsel regarding specific legal matters requiring the provision of legal advice by such counsel; (b) the potential acquisition of real property for wetlands mitigation in conjunction with the permitting process for Cells VIII and IX, in accordance with Virginia Code Section 2.2-3711(A)(3) for the purpose of discussion or consideration of the acquisition of real property for a public purpose where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body; and (c) the development by AMP Robotics of proprietary technology to sort recyclable materials in the waste stream, in accordance with Virginia Code Section 2.2-3711(A)(39) for the purpose of discussion or consideration of information subject to the exclusion in subdivision 3 of Virginia Code Section 2.2-3705.6.

Motion to Approve Certification after Closed Meeting.

The Board hereby certifies that, to the best of each member's knowledge: (i) only public business matters lawfully exempted from open meeting requirements by Virginia law under the Virginia Freedom of Information Act; and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered in the closed meeting just concluded.

9. WIN Waste Innovations – Portsmouth Monthly Report (written only)

January 13, 2023

Dennis Bagley
Southeastern Public Service Authority
723 Woodlake Drive
Chesapeake, VA 23320

Dear Mr. Bagley:

Please find attached the Monthly Report for WIN Waste Innovations facility required by Schedule 15 of the Service Agreement. Should you have any questions on any of the items covered herein please do not hesitate to contact me.

Sincerely,

Clint Stratton
Plant Manager, WIN Waste Innovations

enclosure

**WIN Waste Innovations
TONNAGES REPORT
CALENDAR YEAR 2022**

MONTH	SPSA ACCEPTABLE WASTE (TONS)	THIRD PARTY ACCEPTABLE WASTE (TONS)	OUT-OF-STATE WASTE (TONS) *	OUTSIDE-AREA WASTE (TONS)	TOTAL TONNAGE	NAVY STEAM DELIVERED (K-LBS)	ALL WASTE ACCEPTED AT RDF (TONS)	NP REMOVED FROM RDF (TONS)	PROHIBITED WASTE	RDF WASTE DIVERTED TO LANDFILLS (TONS)	PROCESSED FORMULA	RESIDUE DELIVERED TO LANDFILL (TONS)	MW SOLD TO THE GRID (MWH)
JAN	43,183.39	4,999.67	797.75	-	48,980.81	84,466	48,980.81	5,047.58	-	1,654.83	42,826.75	11,509.39	9,007
FEB	40,252.27	8,191.44	882.92		49,326.63	78,516	49,326.63	6,033.07	-	-	43,372.83	9,742.97	9,264
MAR	45,173.01	7,079.01	784.50		53,036.52	74,842	53,036.52	5,016.54	-	5,024.07	45,179.74	9,512.18	10,823
APR	45,357.05	1,411.05	971.27		47,739.37	56,361	47,739.37	3,112.18	-	7,254.42	44,990.03	13,284.39	14,694
MAY	50,930.18	229.26	1,286.27		52,445.71	47,332	52,445.71	5,559.36	-	4,780.55	42,708.09	14,234.85	10,500
JUN	43,661.80	1,969.06	1,073.62		46,704.48	44,892	46,704.48	2,782.53	-	10,012.25	45,097.74	15,033.31	12,629
JUL	37,118.14	1,530.35	1,213.59		39,862.08	44,961	39,862.08	4,442.44	-	4,171.15	33,800.99	7,523.66	7,574
AUG	47,923.43	627.76	1,121.27		49,672.46	45,214	49,672.46	6,006.85	-	4,933.98	41,379.46	10,926.94	10,313
SEP	43,701.78	3,305.31	733.43		47,740.52	45,771	47,740.52	5,885.49	-	4,318.37	41,583.32	12,723.88	10,585
OCT	50,222.05	1,475.87	744.53		52,442.45	47,627	52,442.45	5,916.55	-	4,954.16	48,356.28	21,716.78	12,891
NOV	50,426.97	4,341.63	642.40		55,411.00	59,842	55,411.00	6,605.61	-	2,386.02	44,779.69	19,796.26	11,124
DEC	31,199.04	4,900.99	384.13		36,484.16	69,327	36,484.16	5,024.07	-	9,874.59	31,995.54	14,542.19	5,422
YTD TOTAL	529,149.11	40,061.40	10,635.68	-	579,846.19	699,151.00	579,846.19	61,432.27	-	59,364.39	506,070.46	160,546.80	124,826.00

* NOTE: This is material brought in from the nearby counties in NC provided for under the Service Agreement.

**WIN Waste Innovations
AVAILABILITY
CALENDAR YEAR 2022**

MONTH	BOILER AVAILABILITY (%)	BOILER PLANNED OUTAGES (HRS)	BOILER UNPLANNED OUTAGES (HRS)	TURBINE AVAILABILITY	TURBINE PLANNED OUTAGES (HRS)	TURBINE UNPLANNED OUTAGES (HRS)
JAN	84.0%	0	489	99.97%	0	5
FEB	84.0%	150	277	95.0%	96	0
MAR	79.0%	287	343	93.0%	113	34
APR	86.0%	179	238	93.0%	72	74
MAY	77.0%	0	682	96.0%	0	95
JUN	82.0%	179	346	97.0%	0	56
JUL	70.0%	192	714	99.0%	0	17
AUG	76.0%	155	551	100.0%	0	0
SEP	80.0%	180	388	100.0%	0	0
OCT	88.0%	0	349	100.0%	0	0
NOV	81.0%	192	369	100.0%	0	0
DEC	62.0%	171	968	100.0%	0	0
YTD TOTAL	79.1%	1,685.00	5,714.00	97.5%	281.00	281.00

WIN Waste Innovations
SUPPLEMENTAL INFORMATION
December 2022

Total Waste received by SPSA:	31,199 tons
Waste delivered to RDF:	36,484 tons
Total RDF processed:	31,996 tons
Residue sent to landfill:	14,542 tons*
Electric power sold:	5,422 MW
Steam sold to Navy:	69,327 K-LBS
Overall Boiler availability:	62%
Overall Generator availability:	100%
Environmental Incidents	0

OSHA Recordable Accidents this period:	0
OSHA Recordable Accidents YTD:	2

General Notes:

Boiler 3 scheduled outage this month to include baghouse changeout. Other major work performed to gas path, grates, flue gas and ash removal systems.

Significant fire on C33 rendering the conveyor OOC this period. Emergency services were utilized and the facility made adjustments to equipment and operations to support trucking from the RDF to SPP.

WIN Waste Innovations

Monthly Report for the Month of December 2022

This report is submitted in accordance with the Waste Disposal & Services Agreement, section 3.17.1.

Environmental Issues:

Contractor has not received any notices in violation (NOVs) or orders, and no such NOVs, proceedings, orders or investigations are pending, for the subject period.

Tests Completed:

Monthly Industrial Discharge Samples
Fuel Oil Sample
Quarterly Ash Test

Tests Planned:

Monthly Industrial Discharge Samples
Fuel Oil Sample
Storm Water Sample
Quarterly GHG Test
Quarterly Ash Test

Inspections:

None

Air Quality Violations:

None

Safety Issues:






















OSHA Recordable Accidents this period:	0
OSHA Recordable Accidents YTD:	2
Lost Time Accidents this period:	0
Lost Time Accidents YTD:	0

Op Stats: See attached spreadsheet

Upcoming Planned Outages:

2022 Outages

January	No outage
February 13-20	Boiler 3
March 13-20	Boiler 4
April 11-21	Boiler 1
May	No outage
June 12-19	Boiler 2
July 11-19	Boiler 3
August 15-22	Boiler 4
September 19-26	Boiler 1
October	No outage
November 14-22	Boiler 2
December 5-11	Boiler 3

WIN Waste Innovations RDF and WTE Operational Summary			KEY:		 WIN WASTE INNOVATIONS <i>PERFORMANCE FOR THE PLANET</i>
Provided by WIN Waste Innovations			Change Since Last Report		
Dec. 1 2022 - Dec. 31 2022			All Is Well		
			Working On		
			Noted Issue		
Item	Metric Item	Metric	Performance	Status	Comments
1	Regulatory Compliance				
1.1	Notice of Violations	Compliance	In Compliance		No issues during reporting period
1.2	VPDES	Compliance	In Compliance		No issues during reporting period
1.2.1	Solid waste operations	Compliance	In Compliance		No issues during reporting period
1.2.2	Title V	Compliance	In Compliance		No issues during reporting period
2	RDF Tipping Floor Operations				
2.1	Wait Times	<30 min			
2.2	Floor Volume	<1,500 Tons			Floor volume exceeded 1500 tons when C33 went down and we were making equipment and operational changes to support the trucking OPS.
2.3	Equipment Utilization	Key equipment fully operational and deployed			C33 fire rendered conveyor OOC.
3	Ash				
3.1	Ash Delivered to RLF	Actual Tons	14,524		
3.2	Percentage of Ash Re-classified	<20%	1,549		Reclassified was 10.65%
3.3	Percentage of Ash used as ADC	> 80%	12,994		ADC was 89.35%.
3.4	Rejected Loads of Ash	0	0		
4	WTE				
4.1	Boiler Availability	> 90%	62%		Driven by C33 failure and going to two boiler operations.
4.2	TG Availability	> 90%	100%		
4.3	Ash Screener Availability	> 95 %	98%		
5	Cleanliness/Litter Control				
5.1	Citizen Complaints	0			Overall cleanliness of the facility continues to improve.
5.2	Odor Complaints	0			No issues during reporting period
<p>Acronym Definitions RDF - Refuse Derived Fuel, WTE - Waste To Energy, VPDES - Virginia Pollution Discharge Elimination System, ADC - Alternative Daily Cover, TG - Turbine Generator</p>					

10. Financial Report (written only)

Statement of Revenue and Expenses – Budget to Actual Comparison

For the month ending December 31, 2022, total revenues exceeded total expenses by approximately \$505 thousand as compared to \$456 thousand in the previous year.

Tipping fee revenue received in December reflects a decrease of 1.6% or approximately \$70 thousand as compared to December 2021.

Total expenses for the month ending December 31, 2022 were approximately \$4.2 million as compared to \$4.1 million incurred in the previous fiscal year.

Monthly Expense Line Items

This report provides the actual expenses by month by the type of expense. The majority of the line items vary in amounts from month to month because they are either: (1) dependent on usage, or (2) timing of payment and/or check date.

Monthly Comparison of Revenues and Expenses

This report illustrates the monthly revenues and expenses. An explanation is included under each graph if there is a sizeable variance. The straight line in each graph represents the fiscal year 2023 budget on a straight-lined basis and the line graph represents the prior fiscal year for comparison.

Waste Stream Report

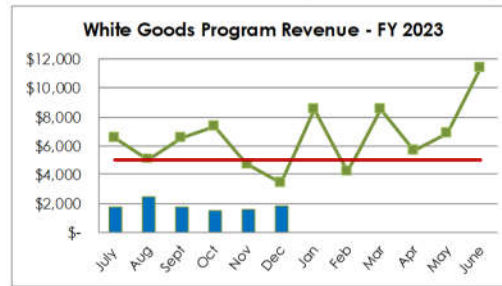
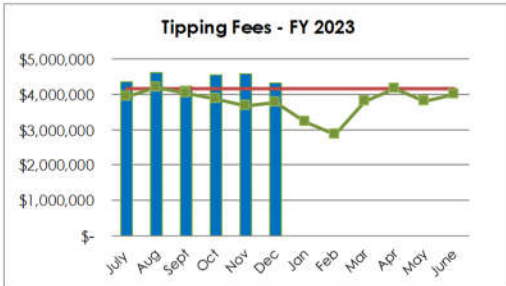
This report has been developed to provide the status of tonnages received as compared to the amounts budgeted. For the month ending December 31, 2022, municipal waste tonnages reflect a decrease of 5.4% or approximately 2,333 tons as compared to December 31, 2021. Municipal tonnages year to date through December 31, 2022 have increased 2.6% compared to the previous fiscal year.

Treasurer's Report of Cash Balances

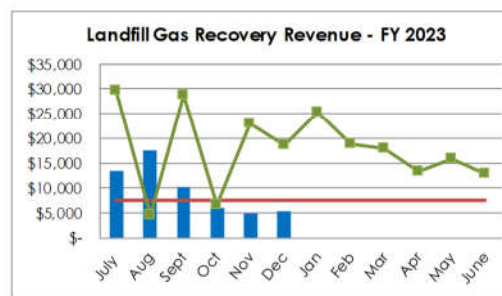
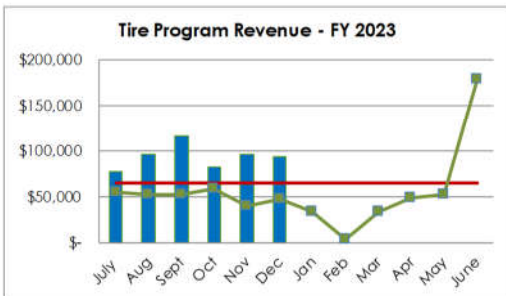
This report captures the monthly activity in each of the depository accounts grouped as either unrestricted and designated funds or trust funds. As of December 31, 2022 cash balances were approximately \$58.8 million representing approximately \$5.5 million in the operating account, \$6.2 million in undesignated fund balance, \$8 thousand for FY 2022 Rolled Purchase Orders, \$899 thousand reserved for the Leachate Evaporation System, \$203 thousand for Landfill Expansion Purchase Orders, \$20.4 million designated for landfill closure and \$24.5 million for Landfill Expansion and flyover.

Southeastern Public Service Authority											
Monthly Expense Line Items											
Description	FY 2023								From Previous Month		FYTD
	Adjusted Budget	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	FYTD	\$ Change	% Change	
Salaries Exempt	\$ 2,204,272	\$ 229,376	\$ 158,741	\$ 159,773	\$ 178,666	\$ 156,991	\$ 234,575	\$ 1,118,121	\$ 77,584	49.4%	50.7%
Salaries Non-Exempt	4,897,914	511,630	339,431	339,240	360,160	337,833	510,779	2,399,073	\$ 172,946	51.2%	49.0%
Overtime	425,810	90,926	62,335	66,617	68,959	79,684	126,579	495,100	\$ 46,895	58.9%	116.3%
Fica / Medicare Tax	574,737	62,434	41,565	41,971	45,270	41,824	64,075	297,139	\$ 22,251	53.2%	51.7%
VRS Retirement	60,741	3,569	3,573	3,764	3,874	4,076	4,084	22,941	\$ 8	0.2%	37.8%
Health Insurance	1,475,605	113,805	109,130	105,539	108,376	116,764	111,016	664,629	\$ (5,748)	-4.9%	45.0%
Vrs Group Life Insurance	91,092	6,898	7,022	6,928	6,772	6,917	6,935	41,471	\$ 17	0.2%	45.5%
Unemployment Insurance	3,724	42	65	89	70	57	86	409	\$ 29	50.4%	11.0%
Workers Compensation	162,416	9,558	9,558	9,558	9,558	9,558	9,558	57,345	\$ -	0.0%	35.3%
Medical Fees	11,872	-	590	1,280	2,694	2,130	713	7,407	\$ (1,417)	N/A	62.4%
Security Service	70,529	4,482	5,737	5,799	7,350	7,545	5,787	36,701	\$ (1,758)	-23.3%	52.0%
Professional Services	86,656	29,185	11,132	953	9,408	14,418	9,421	74,517	\$ (4,997)	-34.7%	86.0%
Engineering Services	256,325	-	15,034	3,634	4,192	1,796	16,261	40,917	\$ 14,465	N/A	16.0%
Landfill Survey	-	-	-	-	-	-	-	-	\$ -	N/A	0.0%
Legal Fees	225,000	-	23,865	-	5,533	32,539	6,973	68,911	\$ (25,566)	N/A	30.6%
Environmental Testing	90,712	3,162	20,800	1,266	3,053	16,425	1,515	46,220	\$ (14,909)	-90.8%	51.0%
Fire Protection	9,700	690	-	-	(410)	8,447	-	8,447	\$ (8,447)	-100.0%	90.0%
Temporary Employment Services	20,250	-	-	-	1,863	2,672	3,605	8,140	\$ 932	N/A	40.2%
Uniform Rental	50,727	1,967	3,583	3,005	3,596	3,622	3,583	19,356	\$ (39)	-1.1%	38.2%
Maintenance Service Agreements	170,990	1,620	41,356	4,096	3,552	8,116	8,685	67,424	\$ 569	7.0%	39.4%
Grounds Maintenance	119,230	975	2,815	15,576	7,265	4,845	2,925	34,401	\$ (1,920)	-39.6%	28.9%
Hazardous Waste Disp/Cleanup	56,500	-	-	1,205	11,800	6,245	-	19,250	\$ (6,245)	N/A	34.1%
Equip Maintenance-Parts	476,250	11,494	62,071	94,670	69,797	40,557	84,614	363,203	\$ 44,057	108.6%	76.3%
Equip Maintenance-Service	366,125	34,190	32,462	(955)	79,159	2,034	38,785	185,676	\$ 36,751	1806.6%	50.7%
Scale Maintenance	93,150	16,370	1,031	(10,913)	-	850	501	7,840	\$ (349)	-41.1%	8.4%
Building / Site Maintenance	576,608	11,364	36,555	38,947	35,140	37,581	25,369	184,957	\$ (12,212)	-32.5%	32.1%
Leachate Pumping Station Maint	44,280	550	23,058	200	8,359	83	88	32,338	\$ 6	6.7%	73.0%
Advertising	8,000	2,245	1,224	-	-	-	2,992	6,461	\$ 2,992	#DIV/0!	80.8%
Trustee Expense	1,000	-	-	-	-	-	-	-	\$ -	N/A	0.0%
Permit Fees	96,042	10,538	3,856	78,064	-	-	-	92,458	\$ -	#DIV/0!	96.3%
Suffolk Host Fee	610,000	61,824	53,801	45,952	53,991	56,302	84,024	355,894	\$ 27,722	49.2%	58.3%
Electricity	244,805	259	12,137	12,578	20,040	14,322	14,941	74,278	\$ 619	4.3%	30.3%
Heating/Gas/Propane	9,000	37	127	120	101	920	1,684	2,989	\$ 764	83.1%	33.2%
Water / Sewer	43,550	1,428	1,183	2,200	2,715	11,118	4,246	22,891	\$ (6,872)	-61.8%	52.6%
Leachate Treatment	300,000	-	13,611	19,192	44,553	-	21,755	99,110	\$ 21,755	N/A	33.0%
Telephone	116,374	8,253	10,908	8,234	13,838	12,210	10,622	64,065	\$ (1,589)	-13.0%	55.1%
Postage	1,860	118	68	118	68	215	68	655	\$ (147)	-68.4%	35.2%
Radio Communication & Repair	2,600	87	-	-	128	284	228	726	\$ (55)	-19.6%	27.9%
Insurance & Bonding	212,402	17,700	18,200	17,700	17,700	17,700	17,700	106,700	\$ -	0.0%	50.2%
Landfill Fire Expenses	0	3,672	3,676	3,676	3,672	3,676	3,672	22,045	\$ (3)	-0.1%	0.0%
Equipment Rental	30,000	1,530	-	210	-	396	385	2,520	\$ (11)	-2.8%	8.4%
Land Lease Payment	3,500	292	292	292	292	292	292	1,750	\$ -	0.0%	50.0%
Tire De-Rimming Service	1,000	-	-	-	-	-	-	-	\$ -	N/A	0.0%
Travel And Training	25,250	4,126	936	1,709	2,034	934	5,337	15,076	\$ 4,402	471.3%	59.7%
Road Tolls	210,019	18,338	19,342	17,566	18,563	17,766	9,810	101,386	\$ (7,956)	-44.8%	48.3%
Membership & Professional Dues	3,200	12	558	50	700	-	300	1,620	\$ 300	#DIV/0!	50.6%
Bank Fees	52,000	5,541	4,954	5,551	5,026	6,414	5,318	32,804	\$ (1,096)	-17.1%	63.1%
Awards Programs	12,500	635	76	267	-	6,786	597	8,361	\$ (6,189)	-91.2%	66.9%
EVS Support Program	1,000	-	-	-	-	-	-	-	\$ -	N/A	0.0%
Office Supplies	11,650	1,094	1,318	581	979	1,228	773	5,973	\$ (455)	-37.0%	51.3%
Dues & Subscriptions	23,802	109	1,247	948	301	1,704	433	4,742	\$ (1,271)	-74.6%	19.9%
Other Operating Supplies	93,000	3,118	8,140	7,416	4,406	7,105	8,357	38,544	\$ 1,252	17.6%	41.4%
Vehicle / Equipment Fuel	1,286,652	145,556	144,812	132,047	129,154	125,405	78,338	755,312	\$ (47,067)	-37.5%	58.7%
Vehicle/Equipment DEF	31,500	1,206	3,322	3,200	3,002	2,947	3,503	17,181	\$ 556	18.9%	54.5%
Vehicle / Equipment Tires	779,600	7,678	87,410	52,483	61,859	59,126	49,925	318,480	\$ (9,201)	-15.6%	40.9%
Safety Apparel & Equipment	28,400	121	1,949	1,183	1,541	997	4,024	9,814	\$ 3,026	303.4%	34.6%
Small Equipment	29,900	3,742	3,183	6,769	4,765	1,418	200	20,078	\$ (1,218)	-85.9%	67.2%
Computer Hardware	10,000	-	902	32	1,395	5,034	2,195	9,558	\$ (2,839)	N/A	95.6%
Total Operating Expenses	\$ 16,901,821	\$ 1,443,543	\$ 1,408,737	\$ 1,310,382	\$ 1,424,881	\$ 1,297,910	\$ 1,608,233	\$ 8,493,686	\$ 310,322	\$ 0	50.3%
Capital Projects/Equip Replacement	\$ 13,923,258	330,998	440,324	1,817,953	1,586,296	693,958	321,471	5,191,000	(372,487)	(1)	37.3%
Contracted Waste Disposal-Atlantic	0	622	148,674	7,570	81,822	79,957	0	318,644	(79,957)	(1)	100.0%
Service Fee to Wheelabrator - Adder	15,445,192	1,151,916	1,327,033	1,176,250	1,273,694	1,286,365	922,550	7,137,807	(363,814)	(0)	46.2%
Waste Hauling & Disposal	8,460,000	660,949	698,981	676,720	649,517	654,527	696,165	4,036,859	41,639	0	47.7%
Suffolk Environmental Trust Fund	5,000	-	-	-	-	-	-	-	-	-	0.0%
Reserves for Landfill Expansion/Closure	8,000,000	666,667	666,667	666,667	666,667	666,667	666,667	4,000,000	-	-	50.0%
Total Expenses	\$ 62,735,271	\$ 4,254,695	\$ 4,690,415	\$ 5,655,542	\$ 5,682,877	\$ 4,679,383	\$ 4,215,086	\$ 29,177,997	\$ (464,297)	\$ (0)	46.5%

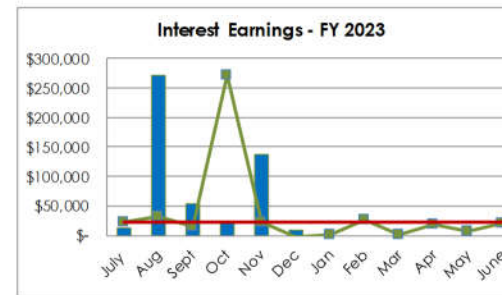
**Southeastern Public Service Authority
Monthly Comparison of Revenues and Expenses**



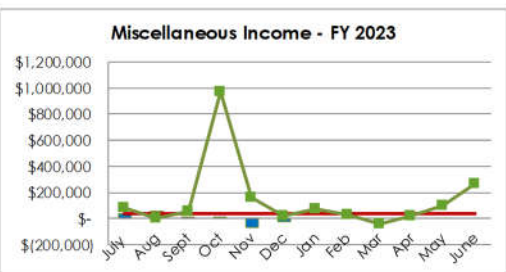
* Monthly revenue is dependent on users.

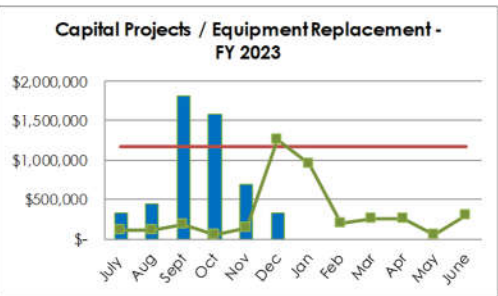
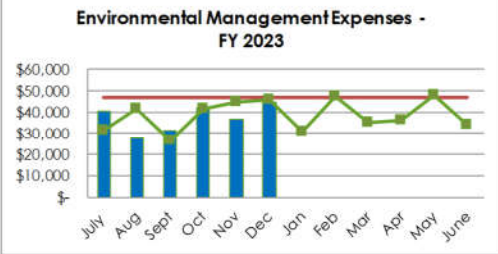
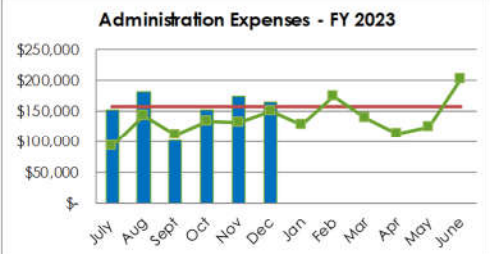


* Monthly revenue is dependent on users.



Interest payments vary based on investment date and maturity date.

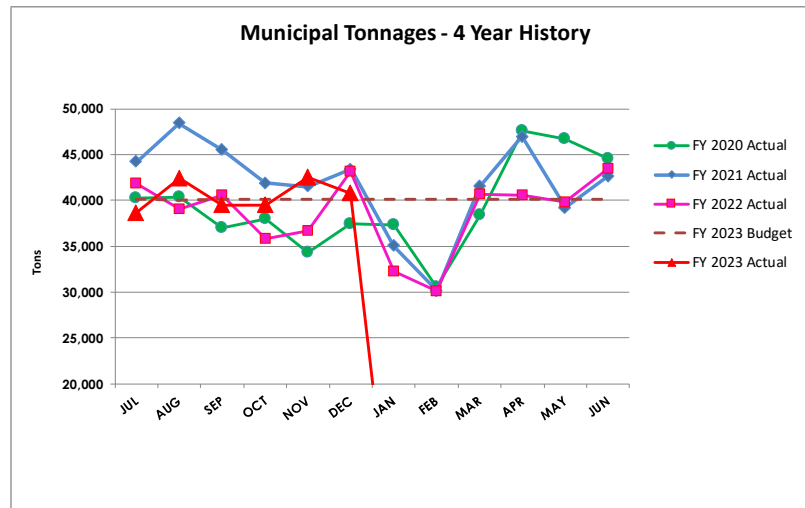
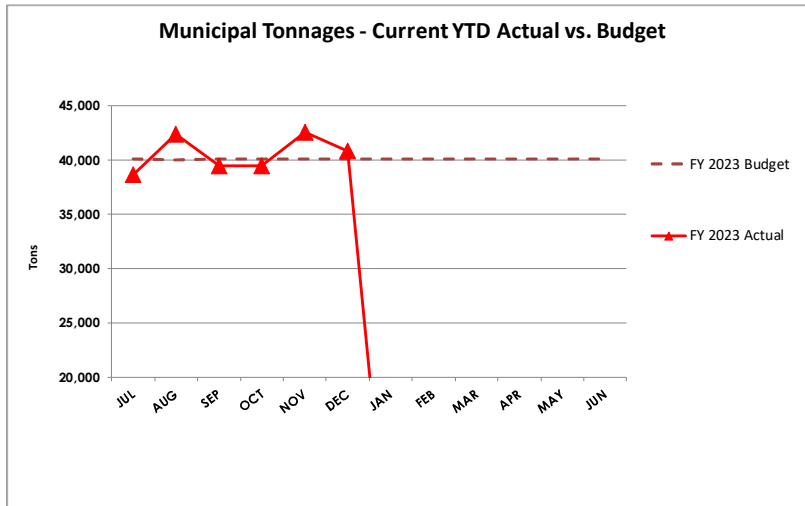




**Southeastern Public Service Authority (SPSA)
Waste Stream**

Waste Category	FY 2020	FY 2021	FY 2022	FY 2023	FY 2023	
	Actual (Tons)	Actual (Tons)	Actual (Tons)	Budget	Actual (Tons) as of 12/31/2022	% of Budget
Waste Stream Budgeted under Tipping Fees						
Municipal Waste						
Chesapeake	112,154	114,806	108,633	110,000	62,382	56.7%
Franklin	3,276	3,499	3,952	3,300	1,952	59.2%
Isle of Wight	17,102	17,839	16,561	18,000	8,165	45.4%
Norfolk	92,423	89,209	77,291	89,000	38,093	42.8%
Portsmouth	43,829	46,339	43,584	42,000	21,497	51.2%
Southampton	9,881	10,033	9,972	10,800	4,869	45.1%
Suffolk	46,614	49,639	47,185	51,200	23,048	45.0%
Virginia Beach	147,250	169,097	157,055	157,550	83,814	53.2%
Residential (Free of Charge)	-	-	-	-	-	N/A
Total Municipal Waste	472,529	500,461	464,233	481,850	243,820	50.6%
Sludge - Norfolk	4,725	4,695	6,352	5,500	3,657	66.5%
Navy Waste	24,974	26,176	23,128	25,500	11,051	43.3%
SPSA Contracted Waste	130,777	134,044	165,485	160,000	97,071	60.7%
Construction & Demolition Debris	9,312	6,514	8,074	9,000	3,904	43.4%
Non-Contract Waste	39,588	46,616	77,909	58,000	32,656	56.3%
Total Other Waste	209,377	218,045	280,948	258,000	148,339	57.5%
Total Waste Stream	681,906	718,506	745,181	739,850	392,159	53.0%

Note: Effective July 1, 2018 residential waste tons is included with municipal waste tons.



Southeastern Public Service Authority (SPSA) Regional Landfill Waste Stream								
	FYTD	July	Aug	Sept	Oct	Nov	Dec	FYTD
Types of Waste (tons)	FY 2022	FY 2023	FY 2023	FY 2023	FY 2023	FY 2023	FY 2023	FY 2023
Construction and Demolition Debris	8,075	664	630	711	666	681	553	3,905
Water Treatment Plant Sludge	6,352	659	673	605	609	570	540	3,656
Industrial Waste	75	10	-	-	-	19	1	30
Fines C&D	-	-	-	-	-	-	-	-
Soils for Use as Alternate Daily Cover	4,294	255	530	674	370	521	310	2,660
Brick & Block	-	-	-	-	-	-	-	-
Clean Fill	27,887	1,335	48	-	-	804	3,365	5,552
Peanut Residue/Hulls	4,046	303	220	497	330	233	217	1,800
Non-Processible Municipal Solid Waste	1,275	138	164	201	157	97	50	807
Navy Waste ²	216	41	38	46	19	27	58	229
Contract Processible Waste	5	-	-	-	20	-	15	35
Non-Processible Commercial Waste ²	1,941	215	331	227	324	198	223	1,518
Non Contract/Non Municipal	-	-	-	-	4	-	6	10
Concrete/Asphalt	29	-	-	-	9	-	-	9
Shredded Tires	7,175	785	1,028	740	899	685	832	4,969
Ash - Qualifying	129,761	6,225	9,039	12,006	19,318	17,324	12,994	76,906
Non-Qualifying Ash	26,227	1,299	1,888	718	2,398	2,472	1,549	10,324
Non Processible Waste (from Tsf Stations)	-	-	-	-	-	-	-	-
MSW from FTS, IWTS, STS	86,232	5,361	6,042	5,742	5,940	6,317	6,071	35,473
Clean Fill - Clearfield	53,770	4,366	4,649	5,160	3,175	4,876	4,253	26,479
Residual Waste - Clearfield	569	95	95	95	85	76	47	493
Diverted Processible Waste (from Tsf Station)	9,803	5,829	2,593	2,292	2,268	3,018	9,942	25,942
Total	367,732	27,580	27,968	29,714	36,591	37,918	41,026	200,797

¹ Prior to January 25, 2018, Represents CDD from the City of Suffolk and City of Suffolk's Contractors

² Boats, Flour, Frozen Foods, Other items too large for Suffolk Transfer Station

**Southeastern Public Service Authority
Treasurer's Report of Cash Balances
For the Month Ending December 31, 2022**

Fund Type	Beginning Balance	Deposits / Transfers In	Interest Earnings	Payables / Transfers Out	Payroll	Ending Balance
Unrestricted and Designated Funds (see footnote below):						
Townebank Operating	\$ 3,525,381.66	\$ 5,232,236.46	\$ -	\$ 4,022,869.28	\$ 885,796.80	\$ 3,848,952.04
Townebank Money Market	21,778.46		0.18			21,778.64
Townebank CD	6,318,905.32		-			6,318,905.32
Virginia Investment Pool (VIP)	7,387,862.76	1,000,000.00	26,140.05	750,000.00		7,664,002.81
Raymond James & Associates Investments	40,970,690.51			-	-	40,970,690.51
Total Unrestricted and Designated Funds	\$ 58,224,618.71	\$ 6,232,236.46	\$ 26,140.23	\$ 4,772,869.28	\$ 885,796.80	\$ 58,824,329.32
Trust Funds:						
Environmental / Va. Beach Landfill	\$ 474,788.02		1,555.84			476,343.86
Environmental / Regional Landfill	\$ 483,151.35	-	1,570.12	-	-	484,721.47
Total Trust Funds	\$ 957,939.37	\$ -	\$ 3,125.96	\$ -	\$ -	\$ 961,065.33
GRAND TOTAL	\$ 59,182,558.08	\$ 6,232,236.46	\$ 29,266.19	\$ 4,772,869.28	\$ 885,796.80	\$ 59,785,394.65

Cash Balances Designated as follows:

Operating Funds	\$ 5,540,848	
Undesignated (Fund Balance June 30, 2022)	\$ 6,200,000	(equivalent to 2 months operating expenses)
Reserved for FY 2022 Rolled Purchase Orders	\$ 8,337	
Reserved for FY 2022 Rolled Capital POs	\$ 960,198	
Reserved for Leachate Evaporation System	\$ 4,899,300	
Leachate to be paid by HRSD	\$ (4,000,000)	
Purchase Orders for Landfill Expansion (Rolled)	\$ 202,957	
Reserve for Landfill Closure (as of June 30, 2022)	\$ 20,454,609	
Reserve for Flyover	\$ 12,590,653	
Reserve for Landfill Expansion	\$ 11,967,428	
Total Designated Funds	\$ 58,824,329	

**Southeastern Public Service Authority
Budget Transfer Activity
For the Month Ending December 31, 2022**

Department	Object	Description	Transfer In	Transfer Out
Administration	53600	Advertising	\$ 6,000.00	
Administration	53130	Professional Services		\$ 6,000.00
Suffolk TS	51200	Overtime	\$ 5,500.00	
Suffolk TS	53400	Equipment Maintenance-Parts		\$ 5,500.00
Administration	53130	Professional Services	\$ 40,000.00	
Administration	53150	Legal Fees		\$ 40,000.00
Tire Processing	56140	RLF - Pickup Truck	\$ 500.00	
Tire Processing	53410	Undesignated		\$ 500.00
Landstown TS	53402	Equipment Maintenance-Scales	\$ 900.00	
Landstown TS	53400	Equipment Maintenance-Parts		\$ 900.00
Franklin TS	53400	Equipment Maintenance-Parts	\$ 1,500.00	
Franklin TS	53401	Equipment Maintenance-Service		\$ 1,500.00
Capital	62318	CAT Coupler	\$ 9,727.83	
Capital	62399	Undesignated		\$ 9,727.83
Landfill	56210	Vehicle/Equipment DEF	\$ 5,000.00	
Landfill	53400	Equipment Maintenance-Parts		\$ 5,000.00
Environmental	53410	Building/Site Maintenance	\$ 2,089.00	
Environmental	55100	Electricity		\$ 1,500.00
Environmental	56220	Vehicle/Equipment Tires		\$ 589.00
Total			\$ 71,216.83	\$ 71,216.83

11. Other Business

12. Adjourn